
April 1, 2004

WEST VIRGINIA BULLETIN NO. WV360-4-12

SUBJECT: PER – FY 2005 Employee Development and Training Needs Inventory

Purpose. To inform employee of the Training Needs Inventory

Expiration Date. April 26, 2004

ACTION REQUIRED BY: May 21, 2004

This is a reminder that by policy, every employee is to have an employee development plan (EDP). As stated in 360 GM Part 410-11 the Supervisor and employee are to prepare an EDP. The purpose of the EDP is to ensure that employees are receiving the necessary training to perform effectively in their position and to prepare employees for greater responsibility. The EDP should be reviewed during performance appraisals and updated annually. For new employees, EDP's are to be developed within 30 days after reporting for duty. A paper copy of the EDP should be sent to Human Resources.

The training portion is being removed from ICAMS and will be replaced with another system. Due to this change **no training should be done on-line through ICAMS**. All training requests should be routed through your supervisor and ASTC-FO or appropriate principal staff member by May 21, 2004. ASTC-FO's and appropriate principal staff members will complete the attached forms for all training. **Note:** *record your training request on the appropriate sheet: NEDC on the NEDC request, Other Training such as MCI, USDA-Graduate School, Career Track and College will go on the In State Request or Workshops and Conferences. (Please add any additional training to the attached lists.)*

ASTC-FO's and appropriate principal staff members need to prioritize all training and complete the appropriate attached training sheets and return to Charlotte Wertz, Training Officer by May 21, 2004.

Employees may go directly to the NEDC homepage and view the training catalog (<http://www.nedc.nrcs.usda.gov/>). When selecting courses be sure to include the appropriate course name and course number in requesting current needs.

ASTC-FO's and appropriate principal staff members must forward all completed training sheets (attached) to Charlotte Wertz, Training Officer.

It is the supervisors' and employees' responsibility to ensure that all prerequisites for training have been met before submitting a request. The NEDC Training Catalog may be used to review course descriptions for this information (website same as above).

If you have any questions, please contact Charlotte Wertz at (304) 284-7551.

/s/

LILLIAN V. WOODS
State Conservationist

Attachments

DIST: E

**In State
Training Request
FY-2005**

ATTACHMENT

Course Name	Employee Name	Vendor	Date	Location	Tuition	Travel	Priority
Wetland Determinations		Region IV	May 2005				
Nutrient Management		Rick Heaslip	Jan. 2005				
Nutrient Management		Rick Heaslip	July 2005				
Conservation Planning Certification		Rick Heaslip	May 2005				
RUSLE - Advanced		Rick Heaslip	Nov-Feb 2005 (1 day)				
NEDC-Conservation Buffer Course		NEDC/ Rick Heaslip	Nov. 2-5, 2004	Shephardstown			
NASIS-Introductory Course		Steve Carpenter	2005	Morgantown			
NASIS-Report Writing Course		Steve Carpenter	2005	Morgantown			
NASIS-Intermediate Course		Steve Carpenter	2005	Morgantown			
NASIS-Interpretations Course		Steve Carpenter	2005	Morgantown			
GIS for the Field Soil Scientist		Steve Carpenter	2005	Morgantown			
NRCS Soil Scientist Field Week		Steve Carpenter	2005	Morgantown			
Holistic Farm Management Training		Steve Ritz	2005				

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**NEDC
Training Request
FY-2005**

ATTACHMENT

[illegible]

**Workshop and Conferences
Training Request
FY-2005**

ATTACHMENT

Course Name	Employee Name	Vendor	Date	Location	Tuition	Travel	Priority
Cropland Management School			Nov. 2005	Ocean City, MD			
Appalachian Grazing Conference			March 2005	Morgantown, WV			
Mid-Atlantic RC&D Annual Mtg			2005	NY			
American Indian/Alaskan Native Association							
Asian Pacific Islander Organization							
Association for Persons with Disabilities in Agriculture							
Association of Women Soil Scientists							
Federal Women's Program							
National Association of State Departments of Agriculture							
National Organization of Professional Black NRCS Employees							
National Organization of Professional Hispanic NRCS Employees							
Professional Communicators in Conservation							
SWCS - Soil and Water Conservation Society							

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